



## **Village of Butler**

### **Deputy Clerk Position – Part Time**

Looking to work in a fun, dynamic, fast paced and rewarding environment? We have the perfect opportunity for you!

The Village of Butler, population 1,883 is seeking to fill the part-time position of Deputy Clerk., vacated by a retirement after 16 years. The Village of Butler is located in eastern Waukesha County, just a quick 15 minutes from downtown Milwaukee, and is home to a large manufacturing base and a quaint and vibrant residential and commercial community. Check out all the great things we have going on at [www.butlerwi.gov](http://www.butlerwi.gov)

The Deputy Clerk is a key member of the Village Hall Staff and performs essential functions related to maintaining public records, agenda and minute preparation, conducting elections, and managing the building permit process. General duties include: general receptionist duties and office support functions and responding to customer inquiries and information requests. Specific duties include: preparing annual license reports, processing applications and licenses, posting public notices, indirectly supervising Election Inspectors, managing all election duties, preparing paperwork, act in the statutory capacity of the clerk when required, serve as a back up on payroll, utility billing, and financial functions, and other special projects as assigned.

The position is under the supervision of the Administrator/Clerk. Preference will be given to applicants with prior local government experience, with certification from the Wisconsin Municipal Clerks Association or other relevant training and experience. Candidates must have a high school diploma or equivalent. Expected hours are Tuesday, Thursday, Friday 8 am to 4 pm. Extra hours leading up to and on Election Day may be required.

\$18.00 - \$22.00 per hour dependent upon qualifications and experience. Benefits include WRS retirement, life insurance, vacation and sick time. A criminal background check and other pre-employment testing will be required.

Sounds like something you would be interested in? Send us your credentials! Candidates may apply for this position by submitting a cover letter, resume, and five professional references to the attention of Kayla Thorpe, Village Administrator/Clerk at [kthorpe@butlerwi.gov](mailto:kthorpe@butlerwi.gov). The position will remain open until filled. First review of candidates will take place in early November 2020. Preferred start in mid-December 2020. EOE